

**State of Montana**  
**Department of Public Health and Human Services**  
**PO Box 4210 Helena, MT 59604**

**VACANCY ANNOUNCEMENT**

December 28, 2006

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<b>TITLE:</b>	Program Manager
<b>POSITION NO:</b>	07045
<b>LOCATION:</b>	Senior and Long Term Care, Helena
<b>STATUS:</b>	Full-Time/Permanent
<b>UNION:</b>	Non
<b>PAY GRADE:</b>	16
<b>STARTING SALARY:</b>	\$36,693 annually is entry-level salary
<b>SUPPLEMENT:</b>	Yes

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**APPLICATION DEADLINE:** State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to [hhsea@mt.gov](mailto:hhsea@mt.gov) or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Friday, January 12, 2007.** For further information visit the DPHHS website: [www.dphhs.mt.gov](http://www.dphhs.mt.gov)

**CRIMINAL RECORDS BACKGROUND CHECK:** All successful applicants will be required to sign a release form, which authorizes the department to conduct a criminal record review to determine whether the applicant has been convicted of any criminal acts that are directly related to the responsibilities of the prospective job.

**TYPICAL DUTIES:** This position is responsible for the management and administration of four Medicaid-funded Community Services Programs, including Personal Assistance, Home Health, Hospice and potentially the Home Dialysis program. Responsible for fiscal management, ensuring programs are in compliance with state and federal regulations and writing administrative rules, updating manuals and maintaining statistics. Serves as team co-leader to field staff located across Montana, and is responsible for periodically training providers and field staff.

**KNOWLEDGES, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:**

**Knowledges:** Knowledge of federal and state statutes and administrative rules relating to the administration of Senior and Long Term Care Division programs; current trends and public attitudes; community resources and funding sources; principles and practices for providing training and instruction to adult learners; principals, concepts and methods of program management

and fiscal analysis; and the concepts and practices of group medication, consensus building and problem resolution.

Skills: Skill in the use of personal computers; and to effectively communicate complex and controversial issues to consumers, legislators, providers and the public.

Abilities: Ability to communicate both orally and in writing; analyze budgets and develop budgetary projections; provide training and direction; apply management concepts including contract management; develop work plans; coordinate operations; allocate resources; explain regulations clearly; maintain effective working relationships with other department personnel and make difficult decisions.

**EDUCATION/EXPERIENCE REQUIRED:** Bachelor's degree in public health or health related field **AND** five years of related public health experience including four years of significant program management experience **OR** Master's degree **AND** two years related public health experience. Budget management experience is preferred. Equivalent combinations of education and experience may be considered.

**APPLICATION AND SELECTION PROCESS:** This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;
3. Photocopy of transcripts for any coursework at a college or technical school. **If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to: HUMAN RESOURCES, PO Box 4210, Helena MT 59604; or at time of interview if unforeseen circumstances arise.**
4. Supplemental questions.

**Applications will be rejected for late, incomplete or unsigned application materials.**

**COMPENSATION:** Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employee's

retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

**IMMIGRATION REFORM AND CONTROL ACT:** In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

**REASONABLE ACCOMMODATIONS:** Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

**SELECTIVE SERVICE COMPLIANCE CERTIFICATION:** All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.

## SUPPLEMENT QUESTIONS

Department of Public Health and Human Services  
Title: Program Manager  
Position: #07045  
Location: Senior and Long Tem Care, Helena

This supplement will be reviewed separately from the state application you submitted, and it will become a further basis for our evaluation of candidates. Your responses to these supplemental questions must be printed clearly or typed on standard 8.5 x 11 inch paper. Each response should be clear, concise and numbered. Since your responses will be reviewed separately from your state application, please repeat any information that may appear on it or your resume rather than writing 'see my resume or application.'

### QUESTIONS

NOTE: Answers to the following questions must be specific as to dates and employers. If this supplement is used as a screening tool, some answers may be rated based on months or years of experience. Reference will not be made back to your state application or resume.

1. Outline your experience in services to persons with disabilities or individuals who are 65 years and older. Include information that will demonstrate your knowledge of community resources related to long-term care.
2. Describe your experience with budget management and tracking expenditures.